

APPLICATION FOR ENDORSEMENT *OR* ENDORSEMENT PLAN (SAEP)

Business Information Technology Endorsement

This endorsement *ONLY* attaches to a Standard Secondary License (Level 2)

Credits Required: 21 semester (32 quarter)

Transcripts must be attached to verify applicable course work

Last Name	First Name	Middle Name	Date	SS # or CACTUS ID #		
Home Address			City	State	Zip	Work Phone ()
Email Address						Home Phone ()
Current Teaching/License Status						
<input type="checkbox"/> Not Teaching OR Teaching at: (School)_____ (District)_____						
Educator License(s) held: <input type="checkbox"/> Elementary Education <input type="checkbox"/> Secondary Education <input type="checkbox"/> Career & Technical						
Check only one	<input type="checkbox"/> I am requesting the BIT endorsement. 21 credits have been completed and the appropriate documentation attached. An endorsement evaluation fee of *\$35.00 is enclosed. OR					
	<input type="checkbox"/> I am requesting a State Approved Endorsement Plan (SAEP) for the BIT endorsement. Course requirements will be completed within the timeframe identified in the plan. An endorsement evaluation fee of *\$30.00, paid by my School District , is enclosed.					

This endorsement authorizes the instructor to teach the following approved business courses:
Word Processing, Administrative Procedures, Desktop Publishing, Business Web Page Design, Computer Technology, TLC, Spreadsheets and Databases, and Computers in Business

Course Information		Credits	Year	Institution	Grade	Course #	Credits
Required	Computer Information Literacy (CIL) class or exam	3					
	Keyboarding (class or exam – 35 wpm)	1					
	Word Processing (beyond CIL)	1					
	Spreadsheets (beyond CIL)	1					
	Database (beyond CIL)	1					
	LAN Management	3					
	Web Page Design	3					
Course Information			Year	Institution	Grade	Course #	Credits
Electives	Multimedia/Graphics Applications						
	Information Technology						
	PC Hardware and Software						
	Operating Systems Windows Applications						
	Network Administration						
	Other (Specify):						
Total Credits Required		21	Total Credits				

Signature of Applicant	Date
X	
Submit completed application and official transcripts or other documentation to: Stephanie Ferris, USOE Educator Quality and Licensing, 250 East 500 South, PO Box 144200, Salt Lake City, UT 84114-4200, Phone: (801) 538-7752 \$35.00 endorsement fee or \$30.00 SAEP fee must be included with this application (*see information above)	

----- **Information below to be completed by USOE personnel** -----

Endorsement Recommended	Business Information Technology	SAEP Approved for _____ years <input type="checkbox"/> SAEP not approved
		_____ work credits _____ course credits _____ total credits
		CTE Specialist Signature _____ Date _____
		Endorsement Awarded
		CTE Specialist Signature _____ Date _____